



SCHOOL OF PERFORMING & DIGITAL ARTS  
DEPARTMENT OF MEDIA ARTS

# POSTGRADUATE TAUGHT STUDENT HANDBOOK

2022/2023

## Disclaimer

This document was published in September 2022 and was correct at that time. The department\* reserves the right to modify any statement if necessary, make variations to the content or methods of delivery of courses of study, to discontinue courses, or merge or combine courses if such actions are reasonably considered to be necessary by the College. Every effort will be made to keep disruption to a minimum, and to give as much notice as possible.

\* Please note, the term 'department' is used to refer to 'departments', 'Centres and Schools'. Students on joint or combined degree courses should check both departmental handbooks.

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# 1 Introduction to your department

## 1.1 Welcome

Welcome to Royal Holloway. Royal Holloway, University of London (hereafter 'the College') is one of the UK's leading research-intensive universities, with six academic schools spanning the arts and humanities, social sciences and sciences.

Welcome to the Department of Media Arts. We would like to extend a warm welcome to all our new students and to all students returning to us. To those new students, we hope that you will soon feel at home. Media Arts continues to grow steadily, with more facilities and new staff as well as new students this year. Working as a team we will strive to develop a creative and supportive working environment. Within the framework of the Media Arts programme you will be able to develop your potential, but this will require commitment, determination and inspiration.

This Student Handbook is intended to help you understand the organisational structure of the Media Arts programme, and locate the various buildings and facilities which make up the Department of Media Arts.

The Student Handbook is one way of providing information, which we hope will be helpful. The information in it is updated for each new academic year, and aims to provide accurate information about the programme, its rules and procedures. If you have any suggestions for ways in which we might improve this handbook or our other mechanisms for communicating with you, please tell your personal advisor, or any other member of staff.

## 1.2 How to find us: the Department

The Department of Media Arts is located on two sites – Egham and the Central London Post Graduate Campus.

Egham: The academic offices are in the Arts Building. This can be found on the College campus map as building 16. The technical facilities can be found in the Media Arts Centre, which comprises the Williams Building and adjacent TV Studio. This can be found on the College campus map as building 11. The School of Performing Arts Administration Hub can be found in the Katherine Worth Building.

Central London Post Graduate Campus: Bedford Square & Senate/Stewart House, University of London:

All the teaching, except for technical workshops, will be at the [London Graduate School](#) in Stewart House, accessed through Senate House University of London, Malet Street, London WC1E 7HU.

Tutorials and Academic Offices are at 11 Bedford Square, Bloomsbury, London WC1B 3RF.

The Bedford Square building is located in North East Bedford Square, on the corner of Montague Place and Gower Street. The entrance is in Montague Place. The nearest underground stations are Russell Square, Goodge St and Tottenham Court Rd. Senate and Stewart House are 100 metres east of the Bedford Square base in the main University of London building.

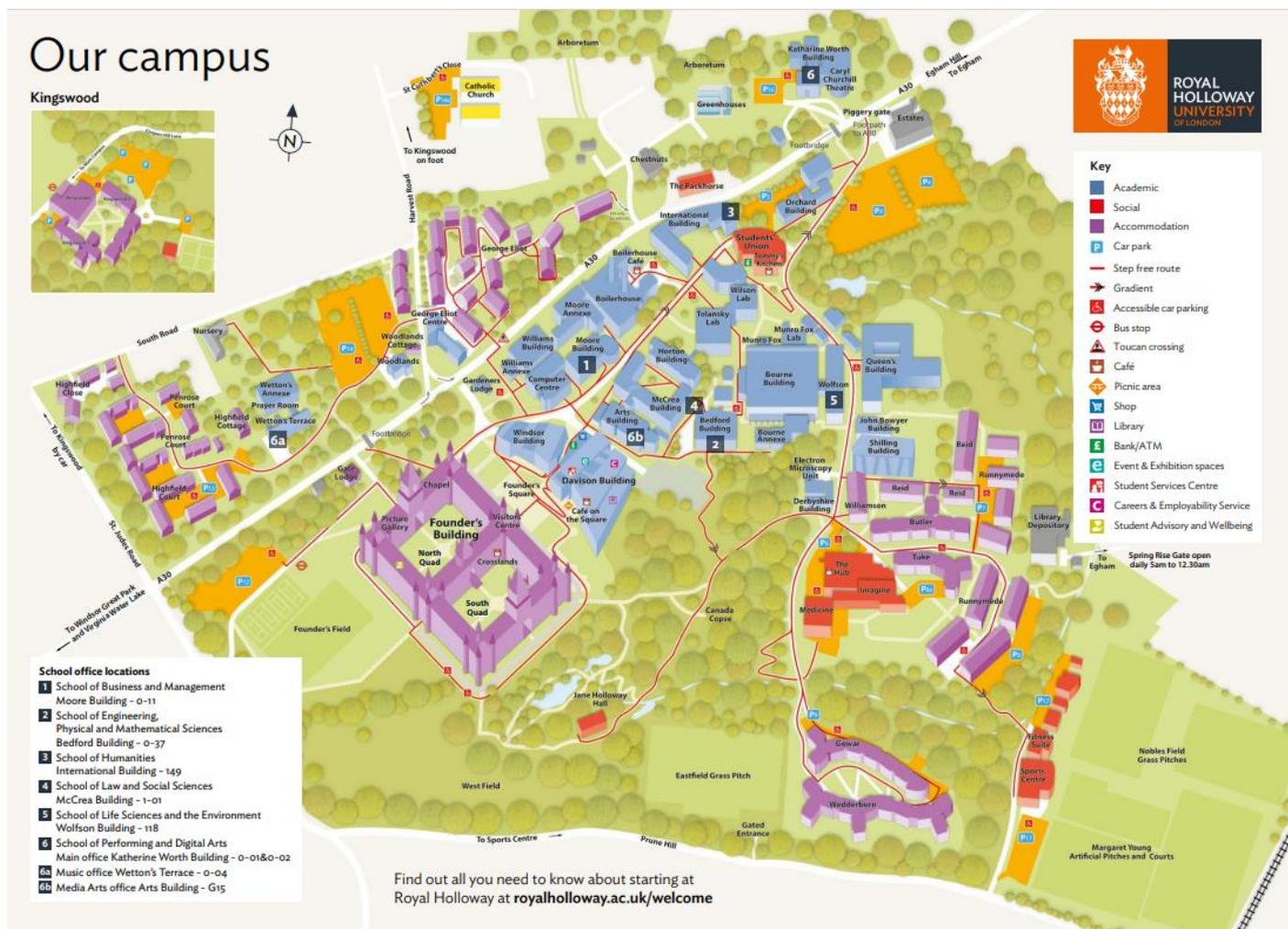
There is a common room for students in Bedford Square and a kitchen. In Stewart House there is a large area with lockers outside the Teaching Rooms. Keys for the lockers are obtainable from Reception at 11 Bedford Square. There are also photocopying facilities (by arrangement with the Course Director). There is a computer room where you may print out material. Should you need to use a room for casting or a meeting please contact the Bedford Square Administrator:

[BedfordSquare@royalholloway.ac.uk](mailto:BedfordSquare@royalholloway.ac.uk)

Term Time - Monday to Friday 9am to 9pm, Saturday 10am to 6pm

Out of Term - Monday to Friday 9am to 7pm, Saturday CLOSED

### 1.3 Map of the Egham campus



Please note, student parking is very limited and is not available if you live in Halls or within 1.5 miles of campus. If you do live more than 1.5 miles away or have a particular reason why you need to come to campus by car, you must apply for a parking permit. If you have a motorbike or scooter you must also register the vehicle with College. Find more information about the Parking Permit portal [here](#).

## 1.4 How to find us: the staff

### CONTACT DETAILS

**Head of School:** Roberta Mock +44 (0)1784 414106 KWB102  
[mock.roberta@rhul.ac.uk](mailto:mock.roberta@rhul.ac.uk)

**Head of Department:** Barry Langford +44 (0)1784 443833 ABG11  
[B.Langford@rhul.ac.uk](mailto:B.Langford@rhul.ac.uk)

#### Academic Staff:

A full list of academic staff and their contact details can be found here:

<https://www.royalholloway.ac.uk/research-and-teaching/departments-and-schools/media-arts/contact-us/?department=media+arts>.

**Technical Staff:**

|  |                     |                    |
|--|---------------------|--------------------|
| Dan Cayzer<br>Head of Production Facility<br><a href="mailto:Dan.Cayzer@rhul.ac.uk">Dan.Cayzer@rhul.ac.uk</a>                                  | +44 (0)1784 443269  | WS13               |
| Helen Adams<br>Studio Manager (P/T)/ Art & Design Technician (P/T)<br><a href="mailto:Helen.Adams@rhul.ac.uk">Helen.Adams@rhul.ac.uk</a>       | +44 (0)1784 414461  | WS18               |
| Dale Gent<br>Desktop Support Coordinator<br><a href="mailto:Dale.Gent@rhul.ac.uk">Dale.Gent@rhul.ac.uk</a>                                     | +44 (0)1784 414671  | WS16               |
| Christopher Maher<br>Media Arts Technician<br><a href="mailto:Christopher.Maher@rhul.ac.uk">Christopher.Maher@rhul.ac.uk</a>                   | +44 (0)1784 443845  | WS17               |
| Matt McGuinness<br>Media Arts Technician<br><a href="mailto:Matthew.McGuinness@rhul.ac.uk">Matthew.McGuinness@rhul.ac.uk</a>                   | +44 (0)1784 443845  | WS17               |
| Tonderai Ratisai<br>StoryFutures Academy Technician<br><a href="mailto:Tonderai.Ratisai@rhul.ac.uk">Tonderai.Ratisai@rhul.ac.uk</a>            | +44 (0)1784 27 6082 | SF Shilling Office |
| Sarah Peacock<br>Art & Design Technician (P/T)<br><a href="mailto:Sarah.Peacock@rhul.ac.uk">Sarah.Peacock@rhul.ac.uk</a>                       | +44 (0)1784 414461  | WS18               |
| Aleks Rydzkowska<br>Production Resources Coordinator<br><a href="mailto:Aleksandra.Rydzkowska@rhul.ac.uk">Aleksandra.Rydzkowska@rhul.ac.uk</a> | +44 (0)1784 443733  | Equipment store    |
| Neil Smith<br>Interactive Media Technician<br><a href="mailto:N.Smith@rhul.ac.uk">N.Smith@rhul.ac.uk</a>                                       | +44 (0)1784 414462  | SF Shilling Office |

**School Manager:** Louise Mackay +44 (0)1784 443532 KWB103  
[Louise.Mackay@rhul.ac.uk](mailto:Louise.Mackay@rhul.ac.uk)

**Student & Programme Administration Manager:** Jackie Marty +44 (0)1784 443916 KWB001  
[Jackie.Marty@rhul.ac.uk](mailto:Jackie.Marty@rhul.ac.uk)

|  |  |                    |              |
|--|--|--------------------|--------------|
| <b>MA Programme Administrator:</b>                       | Krista Godfrey<br><a href="mailto:Krista.Godfrey@rhul.ac.uk">Krista.Godfrey@rhul.ac.uk</a> | +44 (0)1784 276536 | KWB001       |
| <b>Helpdesk &amp; DDS Network Member</b>                 | Michael Masters<br><a href="mailto:PDA-school@rhul.ac.uk">PDA-school@rhul.ac.uk</a>        | +44 (0)1784 276885 | KWB001       |
| <b>Information Consultant:</b><br>Emily Davison Building | Rachel White<br><a href="mailto:Rachel.White@rhul.ac.uk">Rachel.White@rhul.ac.uk</a>       | +44 (0)1784 414017 | Lower Ground |

## 1.5 How to find us: the School office

The School office is located in room KWBo-01 on the ground floor of the Katharine Worth Building. Opening hours are Mondays to Fridays between 09:00am and 5:00pm. The Helpdesk is your first point of contact for administrative queries.

If you have any issues relating to your ability to perform academically, please consult with your course tutor and/or your personal tutor. You can also contact Louise Mackay, School Manager or Jackie Marty, Student & Programme Administration Manager, if any academic or administrative issues arise for which you feel you would benefit from a private consultation. The college website provides much of the information that you will need, plus contact details, during your time with us: [www.royalholloway.ac.uk/students](http://www.royalholloway.ac.uk/students).

## 1.6 Staff research interests

Details of all staff research interests can be found on the departmental website:  
<https://www.royalholloway.ac.uk/mediaarts/research/home.aspx>

## 2 Support and advice

### 2.1 Support within your School

The School Helpdesk is there to help you with any questions or concerns you might have about your studies. It is situated in room 0-01 of the Katharine Worth Building. Opening hours are 9:00am to 5:00pm in term time and 10:00am to 4:00pm during vacation. The Helpdesk can also be contacted via +44 (0)1784 276885 or [pda-school@rhul.ac.uk](mailto:pda-school@rhul.ac.uk). Depending on your query, the Helpdesk will answer your questions then and there, put you in touch with a colleague who can help, or find out the answer and get back to you.

Your first point of reference for advice within the Department is your personal tutor, or if you have a specific question about your class please contact the module convener. Inevitably, problems will sometimes arise that staff within the department are not qualified to deal with. The College offers a high level of student welfare support which includes a highly regarded Counselling Service, dedicated educational and disability support, as well as a wealth of student wellbeing financial, career and other advice. There is also an NHS GP practice (the Health Centre) on campus located in Founder's East. Further details of each service can be found on the College web on the Student Welfare page: <https://www.royalholloway.ac.uk/students/help-support/help-and-support.aspx>.

Dr. George Guo is the School Director of Postgraduate Studies Taught until the end of Autumn Term and can be contacted with questions or any problems: [george.guo@rhul.ac.uk](mailto:george.guo@rhul.ac.uk).

Professor Julie Brown at the Music Department will serve as the School Director of Postgraduate Studies Taught from Spring Term and can be contacted with questions or any problems: [julie.brown@rhul.ac.uk](mailto:julie.brown@rhul.ac.uk)

The Media Arts PGT lead is Mike Dormer: [mike.dormer@rhul.ac.uk](mailto:mike.dormer@rhul.ac.uk).

If you have a disability or specific learning difficulty, it is important that you bring it to our attention as soon as possible. The Departmental Disability and Dyslexia Service (DDS) representative is:

Name: Mike Dormer

Phone: 07973 333796

Email: [mike.dormer@rhul.ac.uk](mailto:mike.dormer@rhul.ac.uk)

You must also contact the DDS (Founders West 143; tel: +44 (0)1784 276473; email: [disabilitydyslexia@royalholloway.ac.uk](mailto:disabilitydyslexia@royalholloway.ac.uk)) who advise on appropriate sources of help. Further information is available on the College web on the Support, health and welfare page: <https://www.royalholloway.ac.uk/students/helpsupport/disabilities-and-dyslexia/home.aspx>.

## 3 Communication

### 3.1 Notice boards

There are no official student notice boards in Egham or Bedford Square for Postgraduate Taught student. Information on classes etc. will be posted on Moodle and emailed out to you well in advance, but occasionally changes have to be made at short notice so please check your emails regularly.

**It is your responsibility to check the times and venues of all class meetings and of any requirements (e.g. essay deadlines) relating to your courses, so, if in doubt, please ask!**

### 3.2 Personal Tutors

A personal tutor is assigned to every student and regular meetings are arranged by the advisors (at least once a term). These meetings will provide an opportunity for students to discuss any matters of concern, whether relating to their academic progress or to other aspects of their life and work in the department. Personal Tutors have a duty of confidentiality about issues raised by their advisees. Your Advisor will have regular office hours which are usually displayed on their office door. You should email them in the first instance, they will arrange a date and time to see you.

### 3.3 Questionnaires

Questionnaires related to courses you are taking will be distributed to students at certain points in the course. These evaluations provide valuable feedback to the staff of the department and time you put into filling them out is much appreciated. Each year issues raised in the questionnaires are considered when planning the following year's courses.

## 4 Teaching

### 4.1 Study weeks

Study weeks are not applicable to all Postgraduate Taught Programmes in Media Arts, unless advised by your course convenor.

## 5 Degree structure

### 5.1 Department specific information about degree structure

To help you make good progress in your studies at RHUL, we have a simple on-line module SS1001 in 'Academic Integrity' which will guide you through preparing your assignments using the best academic standards. You will need to successfully complete this short module, and you can have as many attempts as you like before the deadline to pass it.

Full details about your programme of study, including, amongst others, the aims, learning outcomes to be achieved on completion, courses which make up the programme and any programme-specific regulations are set out in the programme specification available through [Course Finder](#) or the [Programme Specification Repository](#).

## 5.2 Change of course

Where provision is made for this in the programme specification, you may transfer to another programme, subject to the following conditions being met before the point of transfer:

- (a) you must satisfy the normal conditions for admission to the new programme;
- (b) you must satisfy the requirements in respect of mandatory courses and progression specified for each stage of the new programme up to the proposed point of entry;
- (c) the transfer must be approved by both the department(s) responsible for teaching the new programme and that for which you are currently registered.
- (d) if you are a student with Tier 4 sponsorship a transfer may not be permitted by Tier 4 Immigration rules.
- (e) you may not attend a new programme of study until their transfer request has been approved.

Further information about changing programmes is available in Section 8 of the [Postgraduate Taught Regulations](#). If you hold a Tier 4 (General) student visa, there may be further restrictions in line with UKVI regulations.

## 6 Facilities

### 6.1 Facilities and resources within your department

For Media Arts practice-intensive courses we provide access to industry standard equipment as part of course teaching alongside the opportunity to utilize production kit for your own personal projects.

From the very start of the course, you will begin to gain practical experience using the department's excellent technical facilities in our Media Arts Centre, which offers:

- Production skills training with our creative technical team
- Exclusive 24-7 access to post-production facilities
- Dedicated media file server and local area network to save your edit work
- Location filming equipment loan service
- Television studio, with green screen, multi camera production gallery and artist green room
- Props, scenery and set furniture loans from the Art Department.
- Practice teaching room
- Dedicated digital studio space
- Specialized media labs for digital film editing, animation and visual effects, sound processing and video games design
- Ten individual edit suites, some offering 5.1 surround sound monitoring
- Vocal booth and connected sound suite
- Colour Grading Suite
- Student Production Office

Many of our production computers are available for remote access from anywhere in world via our VPN. Log in and control high end software from home.

Our technical support team plays an integral role in production skills training, drawing on an extensive range of experience gained through working in the creative industries and in education. We are here to provide expert advice and help you realize your creative vision.

Following the necessary skills training, you will be able to borrow film production equipment from our location store, including Sony FS7 cameras and Panasonic GH5 DSLR cameras among other models. These

can be rigged out with remote follow focus units and remote monitor solutions. For sound there are boom microphone kits, Sennheiser radio microphones, Zoom F4 field recorders, Zoom H5 recorders. Light your productions with our range of professional lighting equipment, including Arri HMLs and 2k lamps, Fresnel kits, Dedo Lite kits, Kino fluorescent kits, C-stands, flags, and reflectors.

Our television studio can be used for single or multi-camera production, has a floor area of 108 sqm, and offers installed lighting grid, DMX control, cycloramas (chroma green, black, white), production gallery and green room. Our art and design technicians can assist you with your film's production design and advise on sourcing scenery, props and costumes. We keep a useful range of props in-house to lend out to productions.

We provide 24-7 access to eighty networked creative workstations in our media labs and editing rooms, offering Adobe Creative Cloud, Avid Media Composer, Pro Tools, and other professional creative applications.

You can get started with the Media Arts Centre by logging into Moodle and finding the Media Arts Resource Support (MARS) course. This will explain how to sign up to our Media Arts Centre Agreement, what services we offer, how you can access them, and the rules you need to follow for using the technical support service. It also offers a range of useful resources for developing your practice skills.

If you have any technical support enquiries, please email [MARS@rhul.ac.uk](mailto:MARS@rhul.ac.uk).

## 6.2 The Library

The Library is housed in the Emily Wilding Davison Building.

Details, including Library Search, dedicated subject guides and opening times can be found online from the [Library home page](#).

The Ground Floor of the Library contains a High Use Collection which includes many of the books assigned for Postgraduate Taught courses. The rest of the Library collections are on the upper floors. There are plenty of study areas and bookable rooms to carry out group work, as well as many areas to work on your own. The Library contains a large number of PCs and has laptops to borrow on the ground floor to use in other study areas.

The Information Consultant for Media Arts is Rachel White, who can be contacted at [Rachel.White@rhul.ac.uk](mailto:Rachel.White@rhul.ac.uk).

The Library provides a range of training sessions designed to enhance your existing library and research skills. These are available in both class-based and self-study formats. For information on available sessions and to book a place, go to: <https://www.royalholloway.ac.uk/about-us/the-library/>.

### Senate House Library:

This is the central library of the University of London, where you can borrow up to twelve books with a library ticket which you can obtain using your Royal Holloway College ID card.

Address: Malet Street, London, WC1E 7HU  
Phone: 020 7862 8461

[Senate House Library website](#)

### The British Library:

The British Library is the national collection and holds copies of all books published in the UK and Ireland, alongside an extensive collection from other countries. A Reader Pass will be issued subject to your need to see specific items in the collections. Royal Holloway theses are available via Ethos, the British Library's electronic theses service which contains approximately 400 000 records of UK theses including 160,000 available for immediate download of the full text.

Address: 96 Euston Road, London, NW1 2DB  
Phone: 020 7412 7000

[British Library website](#)

SCONUL access scheme:

Royal Holloway participates in this national university access scheme which allows student to use other university libraries in the UK.

[SCONUL website](#)

### 6.3 Photocopying and printing

The departmental printers and photocopier are reserved for staff use. Copier-printers (MFDs) for students are located in the Library, the Computer Centre and many PC labs, which will allow you to make copies in either black and white or colour. Further information is available [here](#).

If you require copying to be done for a seminar presentation, you need to give these materials to your tutor to copy on your behalf. Please make sure that you plan ahead and give the materials to your tutor in plenty of time. Many of the PC labs are open 24 hours a day, 7 days a week. Alternatively, there are computers available for your use in the Library, and Computer Centre.

Students can copy at Senate House Library, but cannot use their RH Student cards, you will need to get a Senate House Library Card. You are able to copy using your RH cards at Bedford Square.

### 6.4 Computing

[How to find an available PC](#)

There are ten open access PC Labs available on campus which you can use, including three in the Computer Centre. For security reasons access to these PC Labs is restricted at night and at weekends by a door entry system operated via your College card.

## 7 Assessment information

### 7.1 Anonymous marking and cover sheets

Do not put your name on any of your work. You should only use your candidate number which you can get from [Campus Connect](#).

### 7.2 Submission of work

You must submit ALL work via Moodle/ Turnitin or Panopto (for visual work) on the Date and at the Time indicated on the assessment paper. You will be required to submit an electronic cover sheet for your assignments. Any work submitted after the deadline will be marked up as a late submission. It is a requirement of assessment that all submissions must be clearly labelled with your candidate number (instead of your name), the course code and course title and the title of your project.

Make sure that you check the date and time on the assessment paper. You must submit all components of the assessment for each unit (for example, where a practical course unit assessment is formed by a project mark and production paper both elements should be submitted. Failure to do so will result in a "o" mark unless medical or appropriate other evidence is produced).

For Audio Visual work, you will submit work to the Media Arts Panopto. More information on this can be found [here](#). If you experience any issues the support email address is [MARS@rhul.ac.uk](mailto:MARS@rhul.ac.uk).

### 7.3 Marking of over-length work

Work which is longer than the stipulated length in the assessment brief will be marked in line with Section 13, paragraph (6) of the College's [Postgraduate Taught Regulations](#):

#### Section 13 (5)

*Any work (written, oral presentation, film, performance) may not be marked beyond the upper limit set.*

*The upper limit may be a word limit in the case of written work or a time limit in the case of assessments such as oral work, presentations, films or performance. In the case of presentations, films or performance these may be stopped once they exceed the upper time limit.*

### 7.4 What to do if things go wrong – Extensions to deadlines

Please refer to the Extensions Policy and guidance on the College's webpage about [Applying for an Extension](#).

**Please note:** Not every assessment is eligible for an extension.

### 7.5 Support and exam access arrangements for students requiring support

Some students at the College may have a physical or mental impairment, chronic medical condition or a Specific Learning Difficulty (SpLD) which would count as a disability as defined by the Equality Act (2010) that is, "a physical or mental impairment which has a long-term and substantial effect on your ability to carry out normal day-to-day activities". It is for such conditions and SpLDs that [Disability and Dyslexia Services](#) (DDS) can put in place adjustments, support and exam access arrangements. Please note that a "long-term" impairment is one that has lasted or is likely to last for 12 months or more.

If you have a disability or SpLD you must register with the [Disability and Dyslexia Services Office](#) for an assessment of your needs before adjustments, support and exam access arrangements (\*) can be put in place. There is a process to apply for special arrangements for your examinations – these are not automatically put in place. Disability and Dyslexia Services can discuss this process with you when you register with them. Please see section 2 above for further guidance about registering with the Disability and Dyslexia Services Office.

Please note that if reasonable adjustments, including exam access arrangements, have been put in place for you during the academic year, the Sub-board will not make further allowance in relation to your disability or SpLD.

### 7.6 Academic misconduct - Plagiarism

'Plagiarism' means the presentation of another person's work in any quantity without adequately identifying it and citing its source in a way which is consistent with good scholarly practice in the discipline and commensurate with the level of professional conduct expected from the student. The source which is plagiarised may take any form (including words, graphs and images, musical texts, data, source code, ideas or judgements) and may exist in any published or unpublished medium, including the internet. Plagiarism may occur in any piece of work presented by a student, including examination scripts, although standards for citation of sources may vary dependent on the method of assessment.

Identifying plagiarism is a matter of expert academic judgement, based on a comparison across the student's work and on knowledge of sources, practices and expectations for professional conduct in the discipline. Therefore, it is possible to determine that an offence has occurred from an assessment of the student's work alone, without reference to further evidence.

## 8 Engagement Requirements

The [Attendance Monitoring webpage](#) provides more information about the attendance and engagement requirements.

## 9 Health and Safety Information

The [Health and Safety webpage](#) provides general information about our health and safety policies.

### 9.1 Code of practice on harassment for students

The College is committed to upholding the dignity of the individual and recognises that harassment can be a source of great stress to an individual. Personal harassment can seriously harm working, learning and social conditions and will be regarded and treated seriously. This could include grounds for disciplinary action, and possibly the termination of registration as a student.

The College's [Code of Practice on personal harassment for students](#) should be read in conjunction with the [Student Disciplinary regulations](#) and the [Complaints procedure](#).

### 9.2 Lone working policy and procedures

The College has a 'Lone Working Policy and Procedure' that can be found [here](#).

Lone working is defined as working during either normal working hours at an isolated location within the normal workplace or when working outside of normal hours. This includes:

- i) lone working in the Media Arts Centre, for example when editing digital film. This type of work conducted by students is classified as a low risk activity (further guidance is available at: <https://intranet.royalholloway.ac.uk/mediaarts/documents/pdf/2019-2020-tech-pdfs/using-the-media-arts-centre-post-production-facilities-kb180919.pdf>);
- ii) lone working when conducting film and recording work. The health and safety risk is entirely dependent on the location and action and event being filmed, and has to be done via our Production Buddy system for each production. All students and staff are required to read and comply with the College's Health & Safety Policy, available on the following website: <https://intranet.royalholloway.ac.uk/mediaarts/documents/pdf/2019-2020-tech-pdfs/location-filming-code-of-practice-kb180919.pdf>.

The Media Arts Health & Safety policy explains how the department implements the College policy at an operational level and you are required to read this in order to understand your responsibilities: <http://www.rhul.ac.uk/mediaarts/documents/pdf/healthsafetypolicy.pdf>.

Be advised you must observe the College smoking policy which, apart from specific exceptions, prohibits smoking inside or within 5 metres of any College building. This effectively prohibits smoking in the passageway between the Williams, Computer Centre and Moore buildings.

Any health and safety concerns should be brought to the attention of the Departmental Health and Safety Coordinator Keith Buckman or the College Health and Safety Office.

It is likely that most activities will take place on College premises. However, the principles contained in the above section will apply to students undertaking duties off campus.

### 9.3 Practicals

You will be given health & safety training as an integral part of your practice skills work.

**[Attendance on these training sessions is compulsory. Failure to attend will result in the use of equipment being prohibited.](#)**

Be aware that you will be legally responsible for implementing safe working practice during your productions, which will include meeting your obligations to protect members of the public and other parties when filming on or off campus.

The departmental Health & Safety Coordinator is able to offer advice and assistance in relation to health & safety management, including your own practice work. More information about the department's health & safety arrangements, including guides for your practice work, can be found on the following web pages: <https://intranet.royalholloway.ac.uk/students/study/student-department-information/media-arts.aspx>.

If you, or anyone else involved in your practical work, suffers an injury or experiences an incident that could have caused injury, you must report this as soon as possible using the form available on the Media Arts Skills Centre Moodle.

#### **9.4 Specialist equipment**

Some of the equipment and facilities you will use for media production have safety risks, which have been risk-assessed and various control measures have been defined to reduce the risks. A key element of this is training and supervision, which you will be given during the course, and we have also published a number of work method statements and guidance notes which can be found on the following website: <https://intranet.royalholloway.ac.uk/students/study/student-department-information/media-arts.aspx>.

### **10 Department codes of practice**

Students are required to sign the Media Arts Centre Agreement when they register on the department's Production Buddy system. Please read the Agreement as this offers a useful explanation of what is available to you and how the Media Arts Centre operates.

The development of practice skills is an integral part of your learning, and you are expected to attend training sessions, which sometimes must be scheduled in addition to your timetabled classes, normally during the term when training needs are identified. These sessions are often run by the Media Arts Centre staff and are not to be considered as optional. Any absences will disrupt classes and the progress of everyone's skills development, so you must attend when training is scheduled or if your course tutor has asked you to attend a particular event. You will be unable to borrow items of course equipment or use the Centre's facilities until you have been trained to use them.

#### **10.1 Media Arts Health & Safety Policy**

See Media Arts website for up to date Health & Safety Policy: <https://intranet.royalholloway.ac.uk/students/study/student-department-information/media-arts.aspx>.

#### **10.2 Media Arts Information for Students**

See Media Arts website for important information for Students with regards to Technical Support: <https://intranet.royalholloway.ac.uk/students/study/student-department-information/media-arts.aspx>.

#### **10.3 Media Arts Filming and Actors**

The department takes very seriously the issue of providing actors with a copy of the film they worked on. They do not receive any payment for their services except travel expenses and so this is least you can do. In the past, directors have neglected to do this and it reflects very badly on both them and the department. We will treat this in the manner that College treats those with unpaid fees or library fines – you will not be allowed to graduate until the deficit has been made good.

#### 10.4 Media Arts Practical Submission Instructions

Please sign up to the **Media Arts Resource Support (MARS)** course on Moodle and scroll down to the Practical Submissions section. You can then download the Practical Submission Guide. This will take you through all the steps needed to submit your films, audio etc, to the Edit Share submissions space  
The Practical Submission Guide PDF has written instructions and links to short how to videos to help your submission go smoothly.

#### 10.5 Media Arts Guide to Filming Abroad Instructions

<https://intranet.royalholloway.ac.uk/students/study/student-department-information/media-arts.aspx>.

#### 10.6 Media Arts Guide to Working with Child Actors or Child Subjects

<https://intranet.royalholloway.ac.uk/students/study/student-department-information/media-arts.aspx>.

#### 10.7 Media Arts Production Buddy Risk Assessment

<https://intranet.royalholloway.ac.uk/students/study/student-department-information/media-arts.aspx>.